

Whatcom County Fire District #5

Point Roberts Fire Department

2030 Benson Road, Suite A
Point Roberts, Washington, 98281

**Special Meeting of the Board of Commissioners
Work Session for 2024 Budget
November 7th, 2023**

MINUTES

In Attendance: Commissioner Virginia Lester
Commissioner Norm Katz
Commissioner Pat Harper
Chief Christopher Carleton
Financial Manager Markel
District Secretary Linda Hughes

Guests: The Yeagers
Trent Viant
Kate Gray
Alyx Gray

A. CALL TO ORDER

The meeting was called to order at 4:05 by Commissioner Lester, who then turned it over to Chief Carleton to present the proposed budget for 2025.

B. WORK SESSION

Chief Carleton displayed the projected levy income worksheet on the shared screen, and then the budget worksheet, for all in attendance to view and follow along.

He identified expected sources of income, beginning with the allotted annual increase known as the 1% increase, based on the levy income in 2024 of \$1,181,867.48 for a potential increase in levy income of \$11,818.67, bringing the total projected levy income for 2025 to \$1,193,686.15.

Chief explained that other income is also anticipated to be received by the District, derived from unpaid taxes, rent, fees, etc. which brings the total projected income for 2025 to \$1,223,704.15.

Chief reported that the current budget anticipates spending in the amount of \$919,490.00, which would result in a carry over of available funds to invest into the capital fund of \$304,214.15.

Chief mentioned that it is time for consideration of his salary and requested that an Executive Session be scheduled at the next regular meeting. If any changes are to be made to his salary, the current budget would then be amended accordingly prior to adoption.

Chief reviewed the budget through each segmented division and line item, pointing out various anticipated increases and decreases in spending, as follows:

Administrative Division expenses are projected to increase by \$20,610.00.

Suppression Division expenses are projected to decrease by \$17,500.00.

Suppression Training Division expenses are projected to decrease by \$1,000.00.

Maintenance Division expenses are projected to increase by \$3,500.00.

EMS Division expenses are projected to increase by \$15,700.00.

EMS Training Division expenses are projected to decrease by \$3,700.00.

The total operational budget presented for consideration is \$919,490.00, resulting in the previously noted carryover of \$304,214.15.

Chief displayed draft Resolution 2024-02 regarding the request for levy increase of 1% for consideration and approval at the next regular meeting.

Chief displayed draft Resolution 2024-03 regarding the proposed budget for consideration and adoption at the next regular meeting.

C. ADJOURNMENT

As there was no further business, Commissioner Harper moved to adjourn the meeting at 4:40 pm. Commissioner Harper seconded the motion. **Motion passed 3 – 0.**

The next Regular Meeting of the Board of Commissioners will be November 13th, 2024,
at 4:00 pm.



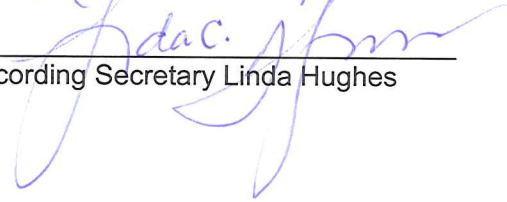
Commissioner Virginia Lester



Commissioner Norm Katz

Commissioner Pat Harper

Dated November 13 / 24

Attest: 
Recording Secretary Linda Hughes